

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST US Embassy

Kampala

2. AGENCY CDC

Centers for Disease Control and Prevention

3a. POSITION NO.

101410

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

4. REASON FOR SUBMISSION

☐ a. Reclassification of duties: This position replaces

Position No. _____

(Title)

(Series)

(Grade)

☒ b. New Position

c. Other (explain)

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)

a. Post Classification Authority

10

b. Other

c. Proposed by Initiating Office

Public Health Specialist (Monitoring), FSN
550

6. POST TITLE POSITION (if different from official title)
Program Monitoring Specialist

7. NAME OF EMPLOYEE
VACANT

8. OFFICE/SECTION
Centers for Disease Control & Prevention

a. First Subdivision
Program

b. Second Subdivision
Strategic Information

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

VACANT

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee

Date(mm-dd-yy)

Typed Name and Signature of Local Supervisor

Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Typed Name and Signature of American Supervisor

Date(mm-dd-yy)

Typed Name and Signature of Human Resources Officer

Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

Working in support of the Ministry of Health (MOH) and implementing partners and consistent with the PEPFAR, and MOH Monitoring and Evaluation (M&E) Guidelines, job holder provides technical assistance and participates in the design and implementation of monitoring and training systems of public health projects/program at the community, regional and/or national level to strengthen monitoring systems of HIV/AIDS projects to ensure implementation of quality, viable and appropriate programs. Job holder designs appropriate, high quality

implementation and strengthening of monitoring systems as defined in the Country Operational Plan (COP). Incumbent develops and implements the performance monitoring system and indicators to track and report project results; provides oversight for project results reporting and management in conjunction with other staff members; and provides technical assistance capacity building for local partner organizations. Job holder represents the agency on monitoring issues at technical, and policy planning meetings at the community and national level, including meetings with collaborators and donors. Job holder reports to Monitoring and Evaluation Team Lead.

14. MAJOR DUTIES AND RESPONSIBILITIES % OF TIME

100

I. Program Management (80%)

Jobholder participates in the design and implementation of a monitoring framework to track delivery of agency's goals and strategic objectives. To achieve results, job holder works directly with the host country Ministry of Health, international organizations, donors, Faith-based organizations (FBOs), non-governmental organizations, partners, contractors, and other USG agencies. Incumbent assists in establishing the monitoring systems to ensure effective implementation of agency and host government's strategic plan and key program initiatives and compliance with the requirements of the reporting systems for preparing project reports in accordance with agreements. Works with Ministry of Health and implementing partners to ensure collection of relevant and appropriate data to identify strengths, weaknesses and gaps in existing programs and services required. Specifically, Job holder carries out management responsibilities for cooperative agreements, grants and contracts associated with monitoring and evaluation. Job holder provides technical direction for proposals that result in a grant, contract and/or cooperative agreement for M&E programs. This ensures consistency with PEPFAR and host country policies and regulations.

Monitoring

Incumbent provides expert technical assistance for program monitoring activities that focus on priority issues. In coordination with other program offices, develops the overall framework for program monitoring including developing innovative monitoring tools and processes, where needed and appropriate. Works with the various entities to ensure activity work plans and monitoring plans include relevant and effective performance measures that together provide greater results and more accurate measurements. Identifies and designs key indicators for each program component to record and report progress. Ensures that data are properly collected, and that each indicator is an appropriate measure of its corresponding result. Advises and /or develops format for progress reports which include among others, quarterly, semi-annual, and annual. Job holder will review reports submitted by implementing partners ensuring the quality of reports and that reports are timely and appropriately disseminated among CDC and its partners. Job holder will provide guidance to technical staff managing PEPFAR databases like FACTS INFO and MEEPP. After data collection, job holder ensures availability of quality data to inform the scale up of evidence-based HIV interventions and promote the use of data for evidence based planning and decision making. Job holder will work closely with other branches to systematize and improve documentation of site monitoring, mid-and end mechanisms audits, and quality assurance processes. Job holder will identify and recommend new technologies and methods for strengthening monitoring system. Advises and develops training on the process of defining measurable indicators and targets for the desired program results addressed by cooperating partners. Assists partners in preparing their contribution to the monitoring portion of reports through regular consultations and specialized training. Works with partners to ensure understanding of the performance monitoring system and their role in the process. Advises them on specific measurement techniques appropriate for their programs. Provides information to personnel of other USG agencies on monitoring concepts, processes, design, training, and practices.

II. Administrative Management (10%)

Maintains files and records in the monitoring data collection specific to the activities/programs for which incumbent is responsible. Responsible for data integrity of information in the reporting databases that may relate to HIV/AIDS infection. Other program files include reports, meeting summaries and minutes, copies of all grants/cooperative agreements/contracts, research determinations, panels, and awards. Whenever possible these records will be filed electronically and entered into the reference system.

Prepares and occasionally presents briefings for Congressional and Executive delegations, industry leaders and other high-level visitors; participates in making arrangements for visits and serves as spokesperson as required.

Serves as control official for some site visits for agency and inter-agency PEPFAR senior-level officials.

Job holder is responsible for providing oversight and monitoring the implementing/cooperative agreement partners within the job holder's portfolio. This includes: following up on irregular findings; and providing advice for realignments of staff.

III. Interagency Coordination (10%)

Participates in inter-agency technical and administrative meetings for purposes of discussing and developing monitoring targets for furthering the program. Briefs senior agency officials, PEPFAR country team and interested officials of other USG agencies as appropriate on the results of meetings and prepares written reports for submission to other interested parties.

Job holder serves on intra- and inter-branch and agency PEPFAR working groups and projects, sometimes taking the project lead role. These projects are generally short-term in nature and most often have to do with special requirements for VIP visits, special PEPFAR tasking, etc. This would include 1-2 projects per year where position would have a lead role.

Assists the Ministry of Health (MOH) in preparing and disseminating white papers, presentations and peer-reviewed journal articles as well as writing national policy documents. As a consultant, job holder represents PEPFAR in the area of program monitoring and attempts to influence other collaborative organizations engaged in HIV/AIDS prevention programs to adopt appropriate monitoring strategies for their program activities. Prepares verbal briefings, presentations and written reports for agency leadership and staff as well as other interested parties on the progress of the country PEPFAR-funded monitoring program activities.

On behalf of the Team Lead, incumbent may participate with other PEPFAR professionals on in-country committees for monitoring issues. The purpose of such committees is to assess program needs and issues at the local level and develop strategies for communicating these needs/issues to the national level. The committees help to ensure consistency in the implementation of best practices for HIV/AIDS issues on a national level. Based on information received in the national committees, job holder may recommend revisions to the Branch and PEPFAR team program policies and guidelines for monitoring.

15. QUALIFICATIONS

A. Education:

A Bachelor's degree in Public Health, Public Policy, Social Sciences with specialization in monitoring and evaluation is required.

B. Prior Work Experience:

A minimum of five years of progressively responsible, professional-level experience working as an M&E, or Monitoring specialist in a health/medical research organization, US agency, university or public health program implementing agency is required.

C. Post Entry Training:

Ongoing professional certification seminars focusing on program monitoring , practices, procedures are required. Agency-specific leadership development training, or Project Management of grants/cooperative agreements training are required.

D. Language Proficiency (level and specialization):

Level IV (fluency – speaking/reading/writing) in English is required.

E. Job Knowledge:

Detailed knowledge of monitoring and evaluation methodology, data quality assurance, analysis, presentation, reporting and best practices in data dissemination and data use is required. Good knowledge of data management processes and tools, including web-based database systems is required. High level of competency in managing data information and evaluations on large scale health or HIV/AIDS activities required. Working knowledge of the objectives and operations of the USG, or the program activities of other international donor

organizations, is required. Specialist knowledge of USG HIV/AIDS public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of HIV/AIDS programs is required.

F. Skills and Abilities:

Strong oral and written communications skills are required to develop and maintain effective, sustainable working relationships with national and international working partners and to prepare required written reports. Ability to analyze, understand and discuss new program design, management and implementation approaches is required. This includes the development of program/project indicators and monitoring systems, evaluation designs, use of reliable and valid instruments, field experience in data collection, and methods in data analysis. The incumbent will be expected to exercise considerable ingenuity and tact in applying guidelines to unique and different settings, as the work is highly complex and can be threatening to stakeholders. Considerable innovation will be required to influence other collaborative organizations engaged in HIV/AIDS M&E programs to adopt appropriate strategies for monitoring and evaluating their program activities. Intermediate user level of word processing, very large spreadsheets and databases is required. Strong skills in interpretation of program monitoring and evaluation data are required.

16. POSITION ELEMENTS

A. Supervision Received:

Directly supervised by the M&E Team Lead.

B. Supervision Exercised:

None

C. Available Guidelines:

Generally accepted international monitoring and evaluation standards for global health delivery systems, PEPFAR and agency strategic objectives and operating provisions, program handbooks, and appropriate cost principles. The Country Operational Plan (COP), U.S. Government (including agency and PEPFAR) and Ministry of Health rules, regulations, and policies issued both in writing and orally.

D. Exercise of Judgment:

The job holder is required to exercise independent judgment and ingenuity to interpret and develop applications and guidelines and in devising innovative approaches to resolving technical and administrative problems. Balanced judgment must be exercised in setting priorities. The use of initiative and discretion is expected from the incumbent in dealing with inter-agency and agency health sector personnel and other development partners to resolve problems that arise during the course of work--problems for which there is often no clear or immediate solution. In addition, considerable judgment is required in working effectively with officials of the Ministries and the private sector, in overseeing implementing agency activities and coordinating multi-sector efforts in support of the agency, PEPFAR strategic objectives.

E. Authority to Make Commitments:

Position has no authority to make financial commitments; however, in the course of program management responsibilities position has authority and responsibility to make technical recommendations on changes in scope of work, funding allocations, reporting and supplemental agreements to the agency headquarters grants, contracts and cooperative agreements office. Job holder has limited authority to make non-contractual commitments related to project support and the provision of training and technical assistance.

F. Nature, Level and Purpose of Contacts:

Job holder must maintain frequent internal mid-level contact with other agency PEPFAR counterparts and agency counterparts in complementing HIV/ADS programs to coordinate and standardize monitoring and evaluation programs that achieve results specified in PEPFAR strategic objectives. External contacts are with mid-level to senior program managers in the MOH, participating partners, NGOs and other program collaborators. Purpose is to support and develop the highest technical quality of M&E and to obtain concurrence and cooperation for joint strategies. Contacts also include national, provincial and local government program

managers, professional program and clinical staff including physicians, nurses, laboratory technicians, NGO directors, supply chain managers, pharmacists, and other public health professionals for purposes of program evaluation.

G. Time Expected to Reach Full Performance Level:

One year.